

## Conditions of Bus Travel & Safety Requirements

- When catching the bus in the morning you are expected to wait safely and off the road at the bus stop and not approach your bus until it has stopped
- Your driver will let you off your bus in the College bus park
- At the end of the day you should walk to the bus park and only get on your bus if your driver says you can
- You must walk on the paths in the bus car park
- When getting off the bus at your stop do not cross the road until the bus has left
- For reasons of safety and the good reputation of the College, you must behave sensibly when waiting for and travelling on the bus
- You must remain in your seat at all times. The driver is in charge and must not be distracted
- Any damage done to the bus must be paid for within 14 days or you will not be allowed to travel on the bus until the damage is paid for
- If your behaviour is unsatisfactory the driver will contact the Assistant Principals and bus travel will be restricted
- **NO BUS PASSES** are issued for students going to friends, after school employment or sport
- Students who have dual family arrangements will be catered for and may travel when necessary

**To ensure the safety of all passengers on school buses at all times students must agree to the following conditions:**

- At the bus-stop do not play on the road or try to get on the bus before it has stopped
- Make sure you and your belongings are inside the bus at all times
- Do not throw anything from a bus window or have anything hanging out a window
- Place bags and other belongings in the allocated storage areas
- Get on and off the bus quietly and in an orderly manner
- Stay in your seat while the bus is moving
- Do not distract drivers with screaming, shouting or unruly behaviour
- When you get off the bus only cross the road when the bus has left and it is safe to do so
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans

- Seat belts must be worn where fitted

**To ensure passengers are considerate to one another and their bus driver, students must agree to:**

- In the morning, arrive at the bus-stop 10 minutes prior to departure
- Do not eat or drink while on the school bus
- In the morning, let the school and driver know if you will not be riding home on the bus that day
- Get on the bus service allocated to you. Do not change to one that will take you to a sports or social event
- Use a standard conversational tone and do not call out to others on board or to passing traffic or people
- Listen to the bus driver as they are responsible for maintenance of the school bus safety and also have the authority to report any misbehaviour or vandalism
- If you ride a bike or scooter to the bus-stop, please leave it in a safe and secure place. The Department of Transport and the Department of Education are unable to accept responsibility for the safety of your bike or scooter
- Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk

**Noncompliance with any of the above conditions may result in the following:**

- The driver will stop the bus
- The offender's name and full details of the breach will be recorded
- The offender will be carried to school or to their normal drop-off
- The breach will be reported to the Bus Coordinator
- The Bus Coordinator will take disciplinary measures in accordance with the guidelines below

In rare and exceptional circumstances ? and only as a last resort ? drivers are authorised to remove passengers from a bus. (Refer to Policy and Procedures for Contract School Bus Services in Rural and Regional Victoria, Section 8.3.)

**Following the report of a relevant incident, the Bus Coordinator may take the disciplinary action below:**

- **1st offence** verbal warning to student
- **2nd offence** written warning to parent/guardian
- **3rd offence** one week suspension of student from school bus travel
- **4th offence** the student will not be allowed to travel on the school bus for the remainder of the year